Sedona Fire District is pleased to announce the search for an Office Manager to provide leadership and vision for the SFD administrative staff as well as support for the Fire Chief and the SFD Governing Board. The Office Manager balances the day-to-day administrative needs of the district while keeping an eye on the district's long term strategic goals and objectives. This position fosters and initiates high standards of performance, training and morale of subordinates. The Office Manager interacts routinely with the SFD Governing Board members, the external Finance Director, government agencies, vendors, the public, and members of the Operations Division of SFD. The Office Manager may be asked for input from the Governing Board.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Associate's Degree in Business Management or similar with 5+ years of related experience; OR
- Bachelor's Degree in Business Administration, Finance, Accounting, or a closely related field; ***and 3*** years of related experience; OR
- Master's Degree in Business Administration, Finance, Accounting, or a closely related field; ***and*** two years of related experience; AND
- A minimum of three years successful supervisory experience (preferably in a public setting); AND
- Four years of experience using Microsoft applications

Necessary Knowledge, Skills, and Abilities:

- *Thorough knowledge of:*
  - Office administration and supervisory skills
  - Modern office practices and procedures, equipment, computer usage including word processing, data entry, filing, spreadsheets, publishing, and grant writing
- *Working knowledge of:*
  - Accounts receivable and ambulance billing procedures
  - Principles of supervision and training/cross training
  - Principles of record retention
- *Skill in:*
  - Operating the listed tools and equipment

- *Ability to:*
  - Effectively meet and interact with the public as a representative of SFD
  - Meet deadlines
  - Effectively promote teamwork while supervising and monitoring assigned personnel's work product
  - Establish and maintain effective working relationships within SFD and the Governing Board
  - Communicate effectively, both orally and in writing.
  - Take and transcribe dictation of tape recorder
  - Type at least 50 wpm

- Work independently in the absence of supervision and to make independent decisions when necessary

Salary: Step 1 for this position on the current pay scale is $73,565.37 annually.

If you know of anyone who may be interested and qualified, please refer them to the Sedona Fire District website, www.sedonafire.org and ask them to click on the *About Us* link and then the *Careers at SFD* link to review the announcement and job description and to access the SFD application.

Qualified candidates are asked to submit both a resume and an application to fully demonstrate they meet the minimum qualifications. This position will also be posted on job websites